

## **VIRGINIA BOARD OF SOCIAL WORK**

### **BYLAWS**

#### **ARTICLE 1: AUTHORIZATION**

##### **Statutory Authorization**

The Virginia Board of Social Work is established and operates pursuant to Section 54.1-2400 and 54.1-3700 of the Code of Virginia. Regulations promulgated by the Board of Social Work may be found in 18 VAC 140-20-10, et seq., "Regulations Governing the Practice of Social Work."

##### **Duties**

The Virginia Board of Social Work is charged with promulgating and enforcing regulations governing the practice of social work and clinical social work in the Commonwealth of Virginia. This includes, but is not limited to: setting fees; creating requirements for licensure; issuing licenses for practice; setting standards of practice; and creating and implementing a system of disciplinary action.

#### **ARTICLE II: THE BOARD**

A. The membership of the Board shall consist of nine members, appointed by the Governor and approved by the General Assembly as follows: seven persons who are licensed as social workers in the Commonwealth of Virginia and two citizen members.

##### **B. Officers of the Board**

1. The Chair or designee shall preserve order and conduct all proceedings according to parliamentary rules, the Virginia Freedom of Information Act, and the Administrative Process Act. Roberts Rules of Order will guide parliamentary procedure for the meetings. Except where specifically provided otherwise by the law or as otherwise ordered by the Board, the Chair shall appoint all committees, and shall sign as Chair to the certificates authorized to be signed by the Chair.

2. The Vice-Chair shall act as Chairperson in the absence of the Chair

#### **ARTICLE III: ELECTION OF OFFICERS**

A. The Nomination Committee shall present a slate of officers for Chair and Vice-Chair at the first meeting immediately following July to coincide with the appointment of Board members. Voting shall be by voice vote, roll call, or show of hands. A simple majority of the quorum of the Board shall prevail. Special elections shall be held in the same manner in the event of a vacancy of a position to fill the unexpired term.

B. All officers shall be elected for a term of two years and may serve no more than two consequent terms.

## **ARTICLE IV: MEETINGS**

A. Frequency of Meetings. The full Board shall meet quarterly, unless a meeting is not required to conduct Board business.

B. Order of Business at Meetings

Period of Public Comment

Approval of Minutes of preceding regular Board meeting and any called meeting since the last regular meeting of the Board.

Reports of Officers and staff

Reports of Committees

Election of Officers (as needed)

Unfinished Business

New Business

The order of business may be changed at any meeting by a majority vote.

## **ARTICLE V: COMMITTEES**

A. General. Members appointed to a committee shall faithfully perform the duties assigned to the committee.

B. The standing committees of the Board shall consist of the following:

Regulatory/Legislative Committee

Credentials Committee

Discipline Committee

Any other Standing and Ad Hoc Committees created by the Board.

C. Frequency of Meetings. All standing committees shall meet as necessary to conduct the business of the Board.

D. Regulatory/Legislative Committee

The Regulatory/Legislative Committee shall consist of at least two Board members appointed by the Chair with the Chair of the Committee to be appointed by the Chair of the Board. The Committee shall consider all questions bearing upon State and Federal legislation and regulation.

The Regulatory/Legislative Committee shall recommend changes in the law and regulations as it may deem advisable and, at the direction of the Board, shall take such steps as may further the desire of the Board in matters of legislation and regulations. The Chair of the Committee shall submit proposed changes in the Rules and Regulations of the Board in writing, to all Board members prior to any scheduled meeting of the Board.

#### E. Credentials Committee

The Credentials Committee shall consist of at least two Board members appointed by the Chair of the Board with the Chair of the Committee to be appointed by the Chair of the Board. The Committee shall review applicant's credentials for licensure by endorsement or by examination to fulfill the requirements of the Board.

#### F. Discipline Committee

The Discipline Committee shall consist of at least two Board members appointed by the Chair of the Board, with the Chair of the Discipline Committee to be appointed by the Chair of the Board. The Discipline Committee shall consider all complaints that are brought to the attention of the Board by the Executive Director and the Enforcement Division of the Department of Health Professions. The Chair of the Discipline Committee will report to the full Board regarding complaints concerning social work practice.

#### G. Nomination Committee

There shall be a Nomination Committee composed of at least two members of the Board appointed by the Chair to consult with Board Members and Staff to recommend nominee(s) for the Board positions of Chair and Vice-Chair. Sitting officers shall not serve on the Nominating Committee.

### **ARTICLE VI: AMENDMENTS**

Proposed amendments to these bylaws shall be presented in writing to all Board members, the Executive Director of the Board, and the Board's legal counsel prior to any scheduled Board meeting. Amendments to the bylaws shall become effective with a majority vote, in favor of the amendment, of the voting members present at that regular meeting.

Adopted 12/17/96; revised 10/03/2008, 4/17/09